

**Minutes of the Academy Committee Board Meeting
held on Tuesday 3 December at 4.30pm
at Tuxford Primary**

Membership	Initials	Governor category	Absence
Mr Tim Hill	TM	Parent Governor	
Mr Colin Shuttleworth	CS	Parent Governor	
Mrs M Wright	MW	Staff Governor	
Mrs K Munnoch	KM	Parent Governor	A
Mr S Wright	SW	Appointed Governor	A
Mrs N Bulley	NB	Parent Governors	
2 Appointed Governor Vacancies			

In Attendance	Initials	Position	Absence
Mrs Jo Witham	JW	Principal	
Mr Gareth Letton	GL	Acting Senior Principal	
Mrs Sharon Bailey	SB	Clerk & Advisor	
Mrs Serena Baines	SBA	Observer (new Clerk from January 2020)	

Item No	Item	Action/ by who/when
AC/019/1920	<p>Training</p> <p>Introductions commenced around the table and the Chair welcomed attendees to the meeting.</p> <p>The Principal presented a visual demonstration of the Analytic Suite (data dashboard) to the governors. The dashboard data is live information. However, for the primaries the data is lagged by a month as the software used by primaries Scholarpack does not directly feed into the dashboard. The Primary academies are transferring to the software system Sims used by the secondary academies. Sims feeds direct information into the data dashboard.</p> <p>The Principal advised governors how to filter the information specifically for Tuxford primary and highlighted the menu options. The menu includes Attendance, HR, Assessments and Financial data. Currently behaviour is not reported on the dashboard.</p> <p>The information regarding Persistent Absent (PA) was displayed to the governors and explained that the information can be misleading in terms of the data for this period in the academic year as it demonstrates a big dip. Attendance is calculated cumulatively (September-July) therefore any absence at the beginning of the year appear to be low. Attendance increases throughout the year.</p>	



	<p><u>Mrs Bulley questioned</u> what systems are in place to chase absences. The Principal responded that Tuxford Primary has an Attendance Officer who monitors all attendance. The Attendance Officer offers support and guidance to parents and will advise parents of the process with regards to penalty notices. Penalty notices may be issued to parents if a child is absent from school over 3 days.</p> <p>The Principal advised the governors that the Assessments 2019 data is only presenting as targets as there has been no data drop presently.</p> <p><u>The Chair requested</u> that the Clerk resends the link to the data dashboard to the governors.</p> <p>Action: The Clerk to resend link to the data dashboard to the governors.</p>	Clerk/ December 2019
AC/020/1920	<p>Apologies for absence Apologies for absence were received and agreed from Mr Wright (work commitment) and Mrs Munnoch.</p>	
AC/021/1920	<p>Declaration of interest and any changes to declarations made at the start of the year. There were no declarations of interest, or any changes from the start of the year, either direct or indirect, for any items of business on the agenda.</p>	
AC/022/1819	<p>Minutes of the last Academy Committee meeting held on 8 October 2019. The minutes of the meeting, having previously been received, were agreed and signed by the chair.</p>	
AC/023/1920	<p>Matters Arising: AC/009/1920: It was noted that that Chair will raise the Risk Register as discussed at the previous Academy Committee meeting at the Audit and Risk committee meeting in March. It was felt by the governors that there is a level of expertise within the governors at Tuxford Primary that could cast a critical eye over the Risk Register.</p>	
AC/024/1920	<p>Review of membership and note of any term of office due to expire/new governors to join the Academy committee ~ including the ratification of Colin Shuttleworth's appointment to the Academy Committee on 18 November 2019. The Chair noted that Mr Shuttleworth's parent membership expired on 18th November. The Clerk emailed the governors who voted to nominated Mr Shuttleworth as an appointed Governor.</p> <p>Mr Shuttleworth left the room for voting. The governors voted unanimously to ratify the appointment; it was resolved to appoint</p>	



	<p>Mr Shuttleworth onto the Academy Committee for a four-year term of office expiring 18/11/2023.</p> <p>The Parent governor vacancy was advertised, and Mrs Bulley was successfully appointed onto the Academy Committee for a four-year term of office expiring 10/10/2023.</p>	
AC/025/1920	<p>Safeguarding and compliance including the safeguarding audit to the LA</p> <p>The annual Safeguarding checklist from the Local Authority had been completed by the Principal All governors were satisfied that the process had been rigorous, and the Chair signed off the form. The Principal will email the response to the Local Authority.</p> <p>Action: The Principal to send the completed signed Safeguarding checklist to the Local Authority by 20th December 2019.</p> <p>Patrick Knight (Assistant Principal for Behaviour, Development, Personal Attitudes) is completing a Safeguarding audit on the 10th December.</p> <p>The Principal advised the governors of the following safeguarding concerns: 1 family that was receiving support from family services has been escalated to Child in Need (CHIN) and will attend monthly meetings.</p> <p>2 Families that are Child Protection cases are entering the legal planning stage where the child/ren may be removed from the family home.</p> <p><u>The Chair enquired</u> who has the responsibility for the process of removing children for the family home. The Principal responded that the responsibility for the removal of child/ren is the Social services.</p> <p><u>The Governors questioned</u> if there is timeline for the removal of the child/ren from the family home. The Principal responded that there are no specific timelines. Social Services work with families and continually assess cases.</p> <p><u>The Governors enquired</u> whether the child/ren removed from the family home are also removed from the school. The Principal responded that removal from the school depends on the circumstance of the cases.</p> <p>3 Looked After Children (LAC) currently attend Tuxford Primary with enquiries being made about a LAC returning. The LAC will require a Teaching Assistant (TA) of which funding will be received.</p> <p><u>The Governors sought clarification</u> with regards to the first case reported and <u>further questioned</u> why the case has been escalated to</p>	Principal/December



	<p>a CHIN case. The Principal responded that the social worker involved has not seen any progress and there is continuing concerns. The social worker will discuss the child/ren needs at the CHIN meetings where it will be decided whether to escalate the case further or to descale it back to the family support worker.</p> <p>The Chair stated that overall the numbers have increased and <u>questioned</u> whether there is a trend with the growing numbers. The Senior Principal/Principal responded that there are no trends. Staff are more knowledgeable and have a greater vigilance</p> <p><u>The Governors enquired</u> whether staff are managing their workloads with the increase in volume of safeguarding cases. The Principal responded that there are peaks and troughs throughout the year and workload is manageable presently.</p> <p><u>The Chair queried</u> if there is a threshold point with mechanism in place in the event the caseloads become difficult to maintain. The Principal responded that the academy can refer to Patrick Knight (Assistant Principal for Behaviour, Development, Personal Attitudes) for assistance.</p>	
AC/026/1920	<p>Risk Register including Health and Safety, staff and pupil wellbeing and GDPR</p> <p><i>Risk Register</i></p> <p>The Principal and the Risk Register Champion have gone through the risk register and advised the governors that there are no red risks to report.</p> <p><i>Health and Safety</i></p> <p>The Principal advised that there are no health and safety concerns to report. However, there has been some near misses with children bumping to each other. One Year 5 child did break their arm (an arm that had previously been broken).</p> <p><u>The Chair sought clarification</u> on how accidents are recorded. The Principal responded that all accidents are logged on well worker.</p> <p><u>The Governors questioned</u> whether the shortage of outside space during the winter season is an issue. The Principal responded that the accidents are a combination of silly behaviour and space during the winter months. However, the children can go on the field if they are wearing their wellies.</p> <p><u>The Governors questioned</u> if the Principal is monitoring the accidents. The Principal confirmed that she is monitoring the volume of accidents.</p> <p><i>GDPR</i></p>	



	<p>The Principal advised that Governors that there has been GDPR breach. The breach occurred on Parenta, a software system used at the academy to pay for extended services. In the interim a paper-based system is being used.</p> <p><u>The Governors enquired</u> if the office can accommodate with using a paper system for the extended services. The Principal responded that the office is accommodating the paper-based system. Parents current accounts have moved to a new system called Squid.</p> <p><u>The Governors questioned</u> whether any complaints have been received from parents. The Principal responded that no complaints have been received.</p> <p><u>The Chair sought clarification</u> on the level of the breach. The Principal responded that a parent logged onto to Parenta and was trying to view their statement, the parent managed to get into the code which opened the details of other parents' information.</p> <p><u>The Chair enquired</u> if breach has been reported with GDPR ICO. The Principal responded that the breach was reported to the Diverse Academies team who are investigating and reporting to the Information Commissions Officer.</p> <p><u>The Governors questioned</u> if only Tuxford Primary use the software system Parents. The Principal responded that the only other primary to use the system is Wainwright Primary.</p> <p>The Senior Principal stated that the ICO will fully investigate. The breach is entirely a Parenta GDPR breach.</p>	
AC/027/1920	<p>Performance review to include:</p> <p><i>1) Review of all staff in 2018/2019 including recommendations for pay progression or any staff being held back</i></p> <p>The Principal advised the governors that lesson observations have been completed and there are no concerns. The Senior Principal informed the governors that himself and the Principal has completed a deep dive in a Science lesson. The Principal is meeting with Claire Gledhill who is devising a framework that will link with the Ofsted framework. This will give a framework for the teachers to work towards.</p> <p><u>The Governors questioned</u> the timeline of the staff performance review and how they are measured. The Principal responded that the timeline will not affect the performance managements targets, The Senior Principal explained that the performance review framework provides a rubric that goes through different stages of teaching from adequate teaching to outstanding. The Principal stated that the process allows leadership to be more forensic and identify the next development stages.</p>	



The Chair enquired if the performance review framework is clear to teachers. The Senior Principal responded that it is clear to both teacher and leadership.

The Governors questioned whether the objectives in the performance review will be changed. The Senior Principal responded that the objectives will not be changed.

The Governors raised a question regarding Read Write Inc and the integration of the accompanying RWI books into the academy. The Principal responded she has had conversation with the early years team and sending home the relevant books. Early years are to revisit the RWI core. The Senior Principal commented that it has been recognised across the Northern Primaries cluster that some of the matched books are not quite where they should be. It is agreed that there needs to be element of decodable books and reading for pleasure.

The Principal advised the governors that the apprentice teacher is struggling and will be going onto a support plan after consultation from the tutor. The apprentice teacher will be monitored by a school-based mentor.

2) UPS/TLR performance review/relevance/impact on outcomes: any changes

The Principal advised that all staff entitled to progress on the pay scale have. Many staff are already at the top of their pay scale.

A member of staff on Upper Pay Scale 2 has progressed to UPS 3 and a member of staff on UPS 1 has progressed to UPS2.

3 members of staff have expressed an interest in progressing to UPS1 at the next assessment point. The Principal explained the pay scales to the new governor. The Senior Principal explained that staff on an UPS must show that they are affecting and improving the practice within the classroom and have middle leader responsibilities.

The Chair questioned how many staff are currently on a UPS. The Principal responded that 2 members of staff are on the UPS.

The Governors questioned the timeline for progressing on the UPS. The Principal responded that it takes approximately a year to progress to the UPS.

The Chair sought clarification that if there are currently 2 members of staff on a UPS and 3 members of staff that have expressed an interest this would make 5 members of staff on a UPS and further



	<p><u>questioned</u> if this would make the members of staff on a UPS top heavy. The Principal responded that the current mixture of teaching staff is either experienced or newly qualified teachers with no one in the middle the additional 3 members of staff upscaling will provide the academy with middle leaders.</p> <p><i>3) Review of temporary TLR points and those due to expire/Deep Dive</i></p> <p>The Principal advised the governors that there are no teachers on a temporary Teaching Learning Responsibilities (TLR)</p> <p><i>Deep Dive</i></p> <p>The Senior Principal advised that following the new Ofsted training and the way schools are now judge, Quality Assurance is to be different. The procedure to change the methods used in schools to match the changes is called "Deep diving" The quality of subject being taught is examined.</p> <p><u>The Chair questioned</u> if the deep dive applies to the teacher. The Principal responded that the deep dive is applicable to everybody and everything including senior leadership, teachers, classroom, children and their books.</p> <p>Recently the Senior Principal and the Principal completed a Year 6 deep dive in Science which included the quality of the children's work within their books. The deep dive was benchmarked the Ofsted framework.</p> <p><u>The Governors enquired</u> whether a report will be produced following a deep dive. The Senior Principal advised that there will be a report produced which will be part of QA process. There will be a real structure with a broader view.</p> <p><u>The Governors enquired</u> if there is a schedule of the deep dives. The Senior Principal responded not presently as they are experimenting with the structure.</p> <p><u>The Governor enquired</u> if they will have an oversight once the deep dives process has been finalised. The Senior Principal confirmed that the governors will receive deep dive reports, an action for the Senior Principal/Principal is to produce a schedule and structure. Subjects will have a deep dive through year. A coaching model regarding deep dives is being developed for senior leader and teachers.</p> <p><u>The Chair enquired</u> if the deep dive report will produce actions points. The Senior Principal confirmed that the deep dive report will produce action points.</p>	
	Any academy specific items including appendix ratification	



1) Behaviour policy

The Principal apologised to the governors as the wrong policy had been circulated. The Principal tabled the correct behaviour policy to governors and drew attention to changes within the policy. The changes are around the issuing of the blue slip. The blue slips will still be issued to the child's parents/carer for the following:

- Incorrect uniform
- No PE kit in school on day of PE
- lesson planner not in school
- homework not handed in time.

Previously Key Stage 2 would lose house points for one of the above, it has been agreed that no child will lose house points and that the blue slip is a reminder to inform parents.

The Chair enquired if there are any consequences to the above bullet points. The Principal responded that the 4 categories will generate blue slip.

The Chair questioned whether the academy no longer differentiates between Key Stage 1 and Key Stage 2 when issuing the blue slips. The Principal responded that all parents are informed that a blue slip has been issued and there are no differentials with the Key stages.

The Chair suggested that there is a child consequence. The Senior Principal responded that a parent returning to the school in a morning can be viewed as a consequence.

The Governors queried if there is leniency on extenuating circumstances and further questioned if there is a threshold to the amount of blue slips received. The Principal responded all circumstances are considered and that there are no thresholds.

The second addition to the policy is aimed at the group of children that the previous behaviour policy didn't work for. Mrs Cottam (SENCo) believes that an effective way to deal with behaviour is to try a restorative justice approach, this is now included to the behaviour policy.

The Chair sought clarification that in terms of the red cards that the restorative justice system is aimed at the pupils receiving several red cards. The Principal responded that the aim of the restorative justice meeting is that the pupil must sit down and have a conversation with the member and reflect on their actions.

The Governors enquired if any other primaries are using the restorative system. The Principal confirmed that other primaries are using the restorative justice system.

The Governors agreed to ratify the changes to the policy with a view to review the new systems in place in a years' time.



	<p>Action: The Governors to review the behaviour policy in September/October 2020.</p> <p>2) <i>SEND Update</i></p> <p>The Principal advised Governors that a Special Education Needs and Disability review took place on 28 November. The Principal is awaiting the full report. Feedback was positive regarding the systems and procedures currently in place and that the academy should continue to do what they are doing to fully embed the systems in place. Support will be given to Newly Qualified teachers who have less experience with SEND.</p> <p><u>The Governors questioned</u> who will be responsible for SEND at Tuxford Primary whilst the SENCO is on in maternity leave. The Principal responded that she will be responsible for the day to day needs of SEND and the SENCo from BLPA will be providing support.</p> <p><u>The Chair enquired</u> who will be the named SENCo. The Principal responded that she will be the named SENCo and that she is a fully qualified SENCo.</p> <p>3) <i>Residential trips ~ paperwork previously circulated</i></p> <p>The information above was circulated prior to the meeting.</p> <p><u>The Governors questioned</u> if there are any new trip providers. The Principal responded that there are no new providers.</p> <p>Year 6 are going to Butlins who provide learning on teamwork resilience and challenge. The cost is £215 for 2 nights and includes all meals, transport and activities.</p> <p><u>The Chair enquired</u> what was the uptake on the trip last year. The Principal responded that 70% of Year 6 went of the trip last year.</p> <p><u>The Governors questioned</u> whether the 30% of pupils that didn't go on the trip was due to the financial costings of the trip. The Principal responded that there was varying reason why 30% of the pupils didn't go on the trip.</p> <p>The Chair suggested that the Principal monitors the uptake of the Year 6 trip. The Principal responded that it is not necessarily financial reasons why a child does not want to go on the trip, reasons can be because they are not confident or do not like to be away from home.</p>	<p>Governors September/October 2020</p>
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	<p><u>The Governors enquired</u> if all the year's groups are offered a residential trip. The Principal responded that residential trips are offered to Years 2, 4 and 6.</p> <p><u>The Governors sought clarification</u> on the difference between the categories of the trips. The Principal responded that Category A trips are local trips where the children can walk to the destination, Category B require a bus to get to the destination and Category C trips are residential.</p> <p>Year 4 are going to the Mill Adventure Base where the children stay in hobbit pods, food and the outdoor activities are provided, and it is run by Notts County Council</p> <p>Year 2 trip is Take 2 Adventure where the pupils camp onsite at Tuxford Primary, cook on campfire and is a gentle introduction to trips.</p> <p>All governors were satisfied and unanimously agreed to authorise the Year 6 residential to Butlins adventure dated 10 June 2020, The Year 4 Trip to the Mill Adventure base dated 13 May 2020 and the Year 2 Take Two Adventure Camp held at the Academy dated 11th June 2020.</p> <p>The following policies have been updated and approved by ELT. They are now uploaded on the Trust website https://dalp.org.uk/about-us/policies/ Governors are advised to ensure that they are aware of the content of each policy.</p> <ul style="list-style-type: none"> • Unreasonable Complaints • Whistleblowing • Educational Visits • Flexible Working Policy • Drugs, Alcohol & Substance Misuse Policy 	
AC/029/1920	<p>Approval of AIP for 2019/2020</p> <p>The Principal advised that governors that Academy Improvement Plan has been revised. The main objectives are displayed on the Executive Summary on the front page and have been set by the Senior Principal and Principal.</p> <p>Quality of Education includes the point to develop the curriculum to ensure all students receive a rich and broad experience (relevant, ambitious, coherent and well sequenced) in all subjects across school including EYFS.</p> <p><u>The Governors enquired</u> if the new curriculum is fully embedded. The Principal responded that the new curriculum is not fully embedded in all the subject areas. The Senior Principal commented that academies have a year to embed the new curriculum.</p>	



	<p>The outline of the framework is completed and now the process is to add the local context to the framework. There is a curriculum development group for each subject. The long-term plans include sequential learning and developing the knowledge organiser. Reading has already been rolled out, Maths has been excluded, Science and Geography are working out sequential learning and every subject are at different stages. It is hoped that the new curriculum is to be finished in the new year. The final curriculum versions will be uploaded to SharePoint and will included the changed vision and values.</p> <p><u>The Governors questioned</u> what Metacognition is. The Senior Principal responded it is how children learn where they are thinking about thinking, knowing about knowing and articulating what they are learning.</p> <p><u>The Governors queried</u> if children are reluctant to articulate what they are learning. The Principal responded that there can be a reluctance with the older children. The Senior Principal commented that younger children are more expressive and its continuing this throughout the year groups.</p> <p>Action: Governors to review the AIP at the next meeting.</p>	<p>Governors Feb 2020</p>
AC/030/1920	<p>Student performance</p> <p>It was noted that is nothing to report on this agenda item. The star reader assessment has been completed and a data drop is due this term</p>	
AC/031/1920	<p>Finance: Cash flow Management Accounts September/October</p> <p>The Principal presented the financial date to the governors. Normally the spend line is in deficit of the budget, this academic year the spend line has a little surplus.</p> <p><u>The Chair questioned</u> whether the academy is underspending and <u>further questioned</u> if the academic has purchased everything necessary. The Principal confirmed that the academy has purchased everything that is necessary.</p> <p>Income for the breakfast and afterschool club (extended services) is slightly higher than expected and there is a slight increase in the staffing ratios, staff pay is marginally ahead by £3K, however not ahead on staff numbers. The Principal explained to governors that the academy had to back fill maternity cover sooner than expected therefore staff pay will go down gradually.</p> <p>The Principal explained that Tuxford budget set at the beginning of the academic year was zeroed down. Normally academies have a large expenditure in September which is then budgeted and</p>	

	portioned out across the year. The financial data for the end of the year is projected to have a £18k surplus.	
AC/032/1920	<p>HR report</p> <p>The Principal presented the visual Human Resources data to the Governors. Tuxford currently employ 47 members of staff that equates to 33.9 full time equivalent. The reason for absence is demonstrated in the pie chart and divided into the reason of absence.</p> <p><u>The Chair enquired</u> if there are more or less staff absences in comparison to the previous year. The Principal responded that there are more as there is 2 members of staff on maternity that are still counted within the numbers. 2 teachers have been employed/increased working hours however this doesn't equate to one full time. Any teacher absence is covered by a Teacher Assistants (TA)</p> <p>Currently this academic year 4 days (1 member of staff) has been lost to chicken pox, 9 days lost (2 members of staff) has been lost to ear nose throats, 2 days lost (1 member of staff) related to pregnancy, 2 days lost (1 member of staff) related to cold.</p> <p><u>The Governors questioned</u> if the current staff absences are problematic. The Principal responded that staff absences are not problematic presently.</p>	
AC/033/1920	<p>Determination of Confidentiality of business. Equalities Act consideration</p> <p>Nolan Principles – see below</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved</p> <ul style="list-style-type: none"> - That no confidential information has been discussed - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
AC/034/1920	<p>Date and time of next meeting: Academy Committee meeting Tuesday 4 February 4.30pm 2020</p> <p>The meeting closed at 6.05pm</p>	

Signed by Chair:

Date: